



Our Story:

Founded in 1999, Broward Partnership is the largest comprehensive homeless services provider in Broward County and is dedicated to making our community a better place by helping people who are experiencing homelessness rebuild their lives. The Partnership achieves its goals by providing emergency shelter, permanent supportive housing interventions, and a complete array of health and social services for men, women and families with children experiencing temporary homelessness. The Partnership has won best practices awards from the Florida Department of Children & Families and the U.S. Department of Housing & Urban Development.

What are the primary needs and challenges you will be responsible for:

As a Safety Officer, you will be responsible for creating a safe and secure environment for our clients, guests, and staff. This includes providing general oversight and monitoring of the front entrance, parking lot, and cameras. The Safety Officer manages access to the Agency, enforcing compliance with Agency's safety protocols and encouraging clients to engage in behaviors and activities that meet the Agency's expectations. The Safety Officer understands that Broward County operates a Housing First model and that all clients' experience with homelessness should be rare, brief, and non- recurring.

Core Responsibilities:

- Greets all clients, staff, and guests as they approach the security desk, in order to maintain a hospitable, friendly, and safe front entrance.
- Provides general supervision and oversight of the Homeless Assistance Center (HAC), ensuring safety and security is maintained at all times.
- Manages developing situations and alerts appropriate staff.
- Enforces safety protocols with clients and encourages clients to maintain compliance with program expectations; takes appropriate action when necessary.
- Monitors the entrance and exit of clients, employees, and guests from the HAC consistent with established protocols, policies, and procedures.
- Inspects client's personal items and ensures that prohibited items are not brought onto the campus.
- Monitors the locked storage areas where clients' belongings are stored, including appropriately labeling all items, ensuring the safety and security of stored items, and ensuring that retrieval of items is appropriate.
- Monitors client behaviors and documents in the agency's electronic health records system following approved documentation standards.
- Alerts the appropriate staff when visitors arrive and ensures visitors are given appropriate ID and/or escort.
- Maintains daily activity staff logs and prepares and submits appropriate documentation.



- Monitors video surveillance system to ensure the safety and security of the Agency and contacts the appropriate personnel when necessary.
- Oversees parking area and ensures compliance.
- Accepts donations and appropriately completes documentation.

Qualifications:

Education/Experience: A high school diploma or GED is required and one year experience in security or related field is preferred. Must have a valid Florida Driver's License.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Safety Officer mainly works outside in all weather conditions and may be colder or hotter than normal office settings. The noise level may be higher than normal due to running vehicle engines and traffic. In addition, the position is active in the community as situations warrant, representing Broward Partnership.

Broward Partnership is an EEO/Affirmative Action Employer and complies with all federal and state laws, and regulations. Our policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability, veteran status, or any other basis protected by federal, state, or local laws. We participate in E-verify.